

CAÑADA COLLEGE SAFETY COUNCIL MINUTES
June 30, 2005 10:00 AM – 11:30 AM in Building 1 Room 101

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Alex Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative

Guests:

Phyllis Lucas-Woods VPSS
 Mike Braid, Security Officer

Absentees: Pete Katsumis, Rachel Corrales, Alex Andrade Toscano, Danny Glass, Kristen Cikowski

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	ACTION	O/C
1) APPROVAL OF THE MINUTES 5/20/05 Meeting		committee	Approved	C
2) Accident Reports:	No Accidents were reported.	Lesli Sachs		O
3) Campus Update	<ol style="list-style-type: none"> 1. JV reported that there are no longer any open trenches at the Bldg 17 and 18 plazas. Some covers are uneven but this correction will not be addressed until the completion of Bldg 9. 2. Fire zone controls are being tested in building 5. Bldg 13 is in the completion stage. Because of testing and construction, zones are shut down during the day and reset in the evening. Current zone alarms that are shut down during working hours are in Bldg 8, 3rd floor; Bldg. 5, 2nd floor; and Bldg 13, 1st floor. 3. Bldg 8 3rd floor exterior door area is due to be worked on with a completion date of July 31, 2005. 	Jozsef Veres		<p>O</p> <p>O</p> <p>O</p>

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	<p>4. LH asked why there is a beeping sound at early morning hours and JV explained that this occurs when a manual check of alarms are being performed. The beep indicates the disarming then rearming of zone alarms. MB asked where the main panel is and it is located in the boiler room in the physical plant at parking lot 2.</p> <p>5. DG is to work on the alarm system notification list. PLW asked that DG and PK get together to finalize this list. A question was asked about computer labs located in 6-13 and 22-118. Who are these alarms tied to? Who has the alarm codes?</p> <p>Field work and restroom construction is underway. Flagmen and cones are to be in place for the reduction of accidents at the truck entrance and exit areas. Mention was made that the flagman are inconsistent and a request to Swinerton is made to remind the construction company of their responsibility.</p>			<p>O</p> <p>O</p> <p>O</p>
<p>4) Old Business</p>	<p>Inner Campus phone numbers update. There are several unlisted phones that require verification. ST will contact Stan Leyva and Darrell Lee.</p> <p>Hard phone line locations and status of phones. The hard phone lines are in a holding pattern and PLW said she would contact Stephanie Samuelson to find out why there is a delay in completing this request.</p> <p>Stairs and walkways: striping, handrails. This ongoing situation was presented to KC and she is to</p>	<p>Susan Traynor</p> <p>Susan Traynor/ Phyllis Lucas Woods</p> <p>Linda Hayes</p>		<p>O</p> <p>O</p> <p>O</p>

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	<p>make investigation about how it can be finally corrected. The stairs in question are the north set from parking lot 2 that run beside the flex theatre. ST indicated that of the options presented: wait until the paint wears down, paint over the stripes, or remove the stripes and redo them, the preferred option of having the stripes removed and reapplied is the acceptable method. The stripes has been an ongoing problem since the completion of the remodel in building 3 and patchwork has been more of a hindrance than a solution. At this point in time, a thorough removal of stripes and reapplication is requested on the stairs.</p> <p>Condensed Emergency Procedure Sheet. LS indicated she needed another month for this project.</p> <p>Nextel phone training. A one page sheet is to be created for Nextel users. PLW suggested that Niki Costello in the business office handle this because Rachel Corrales is on maternity leave. ST to make the request. ST will make inquiries regarding the possibility of forwarding the office number of security and campus nurse to their cell phones.</p> <p>Emergency contact information lamination. ST indicated that this job was complete. LH asked that the custodial staff look at the mounting of these on a monthly basis and that if replacement is needed that the custodial staff adds this to their duties. ST will talk to Tatiana Degai about keeping the laminations at her station for the custodial staff to take from.</p> <p>Recommendation to purchase of Defribulators. Three defribulators were purchased and ST brought</p>	<p>Lesli Sachs</p> <p>Susan Traynor</p> <p>Susan Traynor</p> <p>Nicolas Carr/ Linda</p>		<p>O</p> <p>O</p> <p>O</p> <p>C</p>

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	<p>one to the safety meeting for demonstration purposes. One defibrillator is mounted in building 18 at the Science and Technology Division office, the second is mounted in Bldg 1 PE division office and the third is a portable that is stored in the security office.</p> <p>Recommendation to purchase evacuation chairs. Two evacuation Chairs were purchased and ST brought one to the safety meeting for demonstration purposes. One is stored in the storage room across from the security office in bldg 13. When the security office is completely renovated the evacuation chair will be mounted in there. The second chair is located in 22-116 the storage room.</p> <p>Scheduling CPR and First Aid for Safety Committee and other key campus faculty and staff. ST reported that two classes are scheduled. One for July 13 and another for July 15.</p> <p>Workman's Compensation forms: Who fills these out. This item was tabled. The question remains if Tatiana Degai can assume this duty because Rachel Corrales is on maternity leave. DG to ask Linda DaSilva.</p>	<p>Hayes</p> <p>Susan Traynor</p> <p>Susan Traynor</p> <p>Danny Glass</p>		<p>C</p> <p>O</p> <p>O</p>
5) New Business	<p>First aid Kits. PLW authorized the purchase of 20 kits not to exceed \$400.00. LS provided lists of the kits suggested locations and contents. ST will make the purchase.</p> <p>Evacuation Maps. More work needs to be done on this. Tabled until next meeting.</p> <p>ST reported her attendance with PLW in Sacramento regarding the</p>	<p>Committee</p> <p>Committee</p> <p>Susan Traynor</p>		<p>O</p> <p>O</p> <p>O</p>

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	Homeland Security workshop. Materials are available for review and a video of the Northridge Earthquake was supplied for general viewing. It was proposed that the safety committee watch this video.			
5) Next meeting 7/28/05	Room 1-101			
ADJOURNED AT:	11:20 am			